



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

NAVSEAINST 4780.1A

OPR 07111T

15 October 1986

NAVSEA INSTRUCTION 4780.1A

From: Commander, Naval Sea Systems Command

Subj: ADMINISTRATION OF ACTIVE SERVICE CRAFT ASSIGNED TO NAVSEA
SHORE ACTIVITIES

Ref: (a) OPNAVINST 4780.6B
(b) NAVSEAINST 11101.1
(c) NAVSHIPS Technical Manual, Chapters 034 and 997
(d) OPNAVINST 9010.8D
(e) OPNAVINST 4780.5R (A)

1. Purpose. To provide guidance and assign responsibility for the administration of active service craft assigned to NAVSEASYS COM shore activities. (A)

2. Cancellation. NAVSEAINST 4780.1 of August 1975.

3. Scope

a. This instruction is not applicable and does not pertain to matters which involve new construction of service craft.

b. Reference (a) assigns NAVSEA as a command support activity for service craft assigned to subordinate activities. For the purpose of this instruction floating drydocks assigned to NAVSEASYS COM shore activities shall be treated as service craft except as noted. (A)

4. Budgetary Responsibility. Under the policy established by reference (a), all service craft are assigned directly to the user activity by the Chief of Naval Operations (CNO). The command support activity and the user (custodian) are responsible for the administration, operations, manning, safety, security, and maintenance of assigned service craft. These responsibilities require the command support activity and the user (custodian) to budget for all repair, overhaul and maintenance costs to support these craft and, as stated in paragraph 4 of reference (a), are not abrogated when a craft becomes excess to the requirements of the user. Funding patterns, by activity types, are as follows:

DISTRIBUTION STATEMENT B. Distribution limited to U. S. Government agencies only for administrative and operational use. Other requests for this directive must be referred to NAVSEA (SEA 071).

a. Naval Shipyards

(1) In accordance with reference (b), funding for accommodation craft utilized in support of shipwork will be charged as follows:

(a) New Construction or Conversion Shipwork. Where it is necessary to assign accommodation craft (e.g., APLs, YRBMs, YRBM(L)s) to Ship Construction Navy (SCN) funded shipwork in support of the applicable ship's crew, the cost of activation, towing, maintenance, overhaul, alteration, utility hookups, and inactivation of the craft required in connection with this use are to be charged to the SCN funds of the benefiting ship.

(b) All Other Shipwork. Where it is necessary to assign accommodation craft to support other than SCN funded shipwork, cost of craft operation, maintenance, overhaul, and repair is chargeable to NAVSEA Operation and Maintenance, Navy (O&M,N) funds (for alterations see paragraph 5).

(2) The cost of operation, maintenance, overhaul, and repair of service craft other than accommodation craft will be charged in the following manner: (For alterations, see paragraph 5).

(a) To overhead for craft used in support of industrial operations (cost classes 66, 72, 73, or 78).

(b) To designated O&M,N funds for craft used in support of the naval shipyards' non-industrial effort.

(c) To both overhead and O&M,N funds, prorated by usage, for craft such as tugs, which are used for both industrial operations and non-industrial effort.

b. Naval Ordnance Stations, Weapons Stations, and Undersea Warfare Engineering Stations. (R) The cost of overhaul and repair of service craft will be charged to overhead expense. (For alterations, see paragraph 5).

c. Supervisors of Shipbuilding, Conversion and Repair (SUPSHIPS). Funding support for service craft utilized in support of shipwork will be charged as follows:

(1) New Construction or Conversion Shipwork. Where it is necessary to assign accommodation craft (e.g., AFPs, YRBM(L)s) to SCN funded shipwork in support of the applicable ship's crew, routine utility service costs including utility hookups and charges for berthing space will be funded by SCN funds of the

benefiting ship. Cost of activation, towing, maintenance, overhaul, alteration, and inactivation of accommodation craft required in connection with this use are also to be charged to the SCN funds of the benefiting ship. Reference (b) applies.

(2) All Other Shipwork. Where it is necessary to assign service craft to support other than SCN funded shipwork, cost of operation, maintenance, overhaul, and repairs as well as routine utility services and charges for berthing space will be funded by the SUPSHIPS berthing and messing budget (O&M,N) (for alterations, see paragraph 5).

d. Naval Inactive Ship Maintenance Facilities and Other NAVSEA Shore Activities

(1) Naval Inactive Ship Maintenance Facilities shall utilize funds available in the Expense Operating Budgets (EOB) to defray the cost of operation, maintenance, overhaul, and repair of active service craft assigned to these facilities.

(2) NAVSEA shore activities operating under modified industrial procedures will charge overhead expense for the cost of operation, maintenance, overhaul, and repair of service craft assigned to these facilities. (R)

5. Service Craft Alterations. The Service Craft Modernization Program (SCMP) which is similar to the Fleet Modernization Program (FMP), is the system that has been developed for the purpose of modernizing service craft. This program consists of approved Title K, D, and F SHIPALT's that define the modernization work to be performed. Title K alterations for service craft at all activities, other than those alterations required in support of an SCN shipwork program, will be budgeted for by SEA 9315, copy to SEA 071, on SHIPALT's for their respective craft that should be included in the proposed SCMP program. Those Title K SHIPALT's that are subsequently included by CNO in the approved SCMP for a given fiscal year will be authorized and funded by NAVSEA. Costs associated with approved Title F alterations (forces afloat installation and approved Title D alterations will be charged the same as operation maintenance, overhaul, and repair costs described in subparagraphs 4a, 4b, 4c and 4d above. Title K alterations for floating drydocks assigned to NAVSEASYS COM shore activities will be handled separately from the SCMP. (R)

6. Service Craft Activation and Inactivation. Activation and inactivation of service craft will be supported by O&M,N funds provided by SEA 071, except where craft are activated and/or inactivated in support of an SCN shipwork program. However,

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preparation costs for inactivation of service craft will be treated as a normal operating cost of that user activity except at naval shipyards where such costs will be charged the same as operation, maintenance, overhaul, and repair costs described in subparagraph 4a(2) above.

7. Service Craft Overhaul

a. Overhaul Cycles. Active service craft will be overhauled and drydocked in accordance with the intervals prescribed by reference (c). If, for any reason, it is necessary to defer an overhaul, activities should advise the applicable NAVSEAHQ office immediately. Where deferrals or substitutions cross fiscal year funding lines, authority to defer an overhaul must be requested from CNO via NAVSEA. (R)

b. Excessive Repair Costs. When it appears that repair or overhaul costs for a service craft will be excessive, as defined in paragraph 9a(2)(b) of reference (a), CNO should be advised promptly via the applicable NAVSEAHQ office, in order that an INSURV Inspection may be scheduled. Estimated cost of craft repairs as well as factors such as date of last material inspection and recommendations contained therein, present material condition of the craft, date of last overhaul and drydocking, and availability of replacement craft should be prepared by the user on an "as occurring" basis whenever pertinent to the problem under consideration and submitted to the appropriate NAVSEAHQ office for use in determining action to be recommended.

c. Characteristic Card. Upon completion of all service craft overhauls, an updated characteristic card shall be submitted to CNO (OP-325) and SEA 931, in accordance with reference (d). (R)

8. Reports

a. Service Craft and Boat Accounting Report (SABAR). Reference (e) requires all cognizant users (custodians) to which service craft are assigned to update all appropriate columns of the SABAR on an annual basis. In order to provide NAVSEA adequate time to review all activity SABAR adjustments, effect appropriate changes, and consolidate for submission to CNO, corrected enclosure (11) pages of SABAR applicable to each activity are to be forwarded to SEA 071 and SEA 64 to arrive no later than 1 November. Naval Inactive Ship Maintenance Facilities are to forward locally reproduced copies of the SABAR to Naval Sea Systems Command Detachment (SEA 076), Portsmouth, Virginia. To provide proper report identification of each

corrected page of enclosure (11) submitted, enter under the title of each such page, "Report Symbol OPNAV 4780-5."

b. Service Craft Reassignment. Upon receipt of reassignment correspondence transferring specific service craft to another activity, the losing activity is to submit revised SABAR pages indicating the status of information as of the reassignment date. The submission is to be directed to CNO via the appropriate NAVSEA code and "Report Symbol OPNAV 4780-5B" is assigned. A copy of this report should also be sent to the gaining activity to enable them to pick up the craft on their SABAR account. The receiving activity is to make all arrangements for the movement of the service craft and provide for the operation and maintenance within their current operating budget.

c. Transfer, Disposal, Inactivation, or Acquisition. Paragraph 7a(1) of reference (a) states "commercial service should be used when responsive, reliable, and cost effective." OPNAVINST 4780.8 established the policy for harbor tug service. Although attention should be given to utilized/underutilized craft throughout the year, particular emphasis should be placed on an activity's current and future service craft needs at fiscal year end. Any service craft no longer required should be identified along with disposition recommendations as part of the annual SABAR correction described in subparagraph 8a above. Requests for inactivation, reassignments, or other disposition as well as new requirements do not have to be limited to only SABAR update. Such requests can be submitted throughout the year and should be directed to CNO via the applicable NAVSEAHQ office in accordance with paragraph 7b above. Corrections to the Service Craft listing (enclosure 11) will be forwarded to CNO for updating records. Report Symbol OPNAV 4780.5 is assigned to this requirement.

d. Material Inspection of Service Craft. The Chief of Naval Operations requires periodic information relative to the material readiness of service craft. To assure availability of required information, it is necessary that each user (custodian):

(1) Arrange with an inspection board for the accomplishment of a material inspection of each active service craft about six months prior to each regular overhaul or drydocking in accordance with instructions provided by paragraph 8 of reference (a). Commanders authorized to appoint service craft material inspection boards are listed in enclosure (1) to reference (a). (A

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(2) Make local agreements with the inspection board to have copies of each such report forwarded to the applicable NAVSEAHQ office, SEA 931 and CNO (OP 325).

9. Activity Point of Contract. To ensure that specific problems or pertinent information come to the attention of the proper NAVSEA personnel promptly, correspondence should be noted "for attention" as follows:

a. SEA 071 - For management matters for service craft at naval shipyards and Supervisors of Shipbuilding, Conversion and Repair, USN.

b. SEA 641 - For management matters concerning service craft (R at Ordnance Stations, Weapons Stations and NUWES Keyport, WA.

c. SEA 076 (Naval Sea Systems Command Detachment, Portsmouth, Virginia) - For management matters applicable to service craft at Naval Inactive Ship Maintenance Facilities and for technical matters involving activation or inactivation or the preparation for safe storage prior to inactivation of service craft.

d. SEA 08 - For those matters associated with YRR's, YFNX's, special purpose heavy deckload barges, steam generator cleaning barges, and other service craft which are the responsibility of, or concern of, the Director, Naval Nuclear Propulsion Program. For information with regard to service craft under SEA 08 cognizance, technical matters should be referred to SEA 08D and administrative matters to SEA 08X.


e. SEA 931 - For budgeting and approval of funds for Title K alterations and technical matters relating to floating drydocks.

f. SEA 931 - For administrative matters only pertaining to YD, YPD, YM and YFP craft (under the technical cognizance of NAVPAC).

g. SEA 931 - For technical matters (including service craft alterations) concerning all Navy service craft except for drydocks, craft under the technical cognizance of NAVFAC and such matters.

h. Report Symbol OPNAV 4780-5B is assigned to the Service Craft Custody Transfer.

Distribution: (see next page)


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Industrial and Facility
Management

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